

Dear [Hiring Manager's Name],

I am writing to formally accept the job offer for the position of [Job Title] at [Company Name]. I am excited about the opportunity to join your team and contribute to [specific goals or projects].

As we discussed, my starting salary will be [Salary Amount], and my start date is set for [Start Date]. I appreciate the confidence you have shown in my abilities, and I look forward to working together.

Thank you once again for this opportunity. Please let me know if there are any forms or additional information I need to provide prior to my start date.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]